



CITY OF DURHAM  
**General Services Department**  
**Project Management Division**  
2011 FAY STREET | DURHAM, NC 27704  
919.560.4197 | F 919.560.4970  
[www.durhamnc.gov](http://www.durhamnc.gov)

## **INVITATION TO BIDDERS**

### **DURHAM CONVENTION CENTER PRE-FUNCTION CORRIDOR DOORS**

The City of Durham will receive bids until 2:00 P.M. on Tuesday, April 30, 2013 at the City of Durham General Services Department, 2011 Fay Street, Durham, North Carolina 27704. Bids may also be emailed to the attention of Doreen Sanfelici, General Services Department at [doreen.sanfelici@durhamnc.gov](mailto:doreen.sanfelici@durhamnc.gov) or faxed to the attention of Doreen Sanfelici at 919.560.4970. This is an informal bid, and the bid opening will not be formal or public. Be sure to use all of the forms included in this manual for submitting your bid. **The following forms must be filled out and returned with the bid proposal.**

- A. Bid Forms**
- B. Non-Collusion Affidavit**
- C. SDBE Forms**
- D. Contractor Safety Record Information**

**Any bids submitted without these completed forms shall be deemed as “non-responsive”.**

Summary of Work: The Work consists of the following: Installation of full glass panels and doors at the entrance to the Convention Center on the interior at the public entry portion of the Pre-Function Corridor. Also, includes installation of structural steel, repair of drywall and painting.

Bidders are encouraged to attend a pre-bid conference on Wednesday, April 10, 2013 at 10:00 AM at Durham Convention Center at 301 W. Morgan Street, Durham NC 27701.

Plans and specifications are on file and available for viewing at:

- The Equal Opportunity/Equity Assurance Dept - 302 East Pettigrew St, C-180, Durham, NC 27701; 919-560-4180, Dan Love at ext. 17245.
- The General Service Dept - 2011 Fay St., Durham, NC 27704; 919-560-4197, Doreen Sanfelici, at ext. 21249.

Plans and specifications are available electronically at the City of Durham's Purchasing website - <http://durhamnc.gov/ich/as/fin/Pages/bids.aspx>.

To ensure a fair bidding process, questions and/or clarifications requested by contractors will not be accepted after Wednesday, April 24 at 4:00 PM. Contractors must submit to Roughton Nickelson DeLuca, Architect, all questions in writing, by either FAX (919) 490-1396 or email [gpdpa@rndpa.com](mailto:gpdpa@rndpa.com).

Small Disadvantaged Business Enterprise participation goals are MSDBE 0% and WSDBE 0%. Prospective bidders must make good faith efforts to meet the referenced participation goals.

Work on this project shall be covered by a Single Prime Contract.

Contractors who bid must be licensed to do work in the State of North Carolina under the Act to Regulate and Practice of General Contracting. The Contractor's North Carolina License number shall be included in the Bid Proposal form.

The City of Durham reserves the right to reject any and/or all bids, waive informalities, and/or accept such bid as appears in its judgment to be in the best interest of the City.